

**CHECKLIST FOR APPLICATION PACKAGE FOR
SPONSOR OF CHILD OR ADULT CARE CENTERS**

Form or Document	Requirement	Is Form or Document Enclosed? (Yes or No)
HS-1965A Application Form	Must be completed and enclosed with your application package for the two or more feeding sites to participate.	
Outside Employment Policy	Must be included with application package.	
HS-1964A Application Form	Must be completed for each feeding site to participate.	
Budget	Must be completed.	
Documentation of Child or Adult Care Licenses	Must provide a copies of current licenses to provide child or adult care for each feeding site to participate.	
Income Eligibility Application for Free and Reduced-Price Meals	Must use sample application form or submit another form for DHS approval.	
Income Eligibility Guidelines for Reduced-Price Meals	Must be attached to the parent or household letter.	
Income Eligibility Guidelines for Free and Reduced-Price Meals	Must be attached to the public news release and used in determining a child's free or reduced-price meal eligibility.	
Parent or Household Letter	Must use sample letter or submit another letter for DHS approval.	
Documentation of Federal Income Tax Exemption from Internal Revenue Service (IRS)	Must submit a copy of letter from IRS if institution is private non-profit.	
Documentation for Church Affiliated Applicant	Must submit letter from the Chairman of the Governing Board or Pastor who authorizes CACFP application, and a copy of letter for state sales tax exemption for church.	
Documentation of Approval to Submit Application for Public or Private Non-Profit Institution	Must submit copy of minutes of Board meeting in which CACFP application was approved (state colleges and universities are exempt from this requirement).	
Documentation of CACFP Eligibility of Proprietary (For Profit) Institution	Must attach copy of the most recent Enrollment/Attendance Verification to the DHS OR copies of Child Care Certificates for at least 25% of center's enrollment, OR copies of completed income eligibility applications for free or reduced-price participants.	
Documentation of Financial Viability	Except for Public (Governmental) Agencies, must submit at least one of four documents identified by HS-1965A.	
Documentation of Management Controls for Program Accountability	Except for Public (Governmental) Agencies, must complete the Sample Form to Document Required Management Controls and return it with application.	

Checklist Completed By: _____

Name of Institution Official

Date